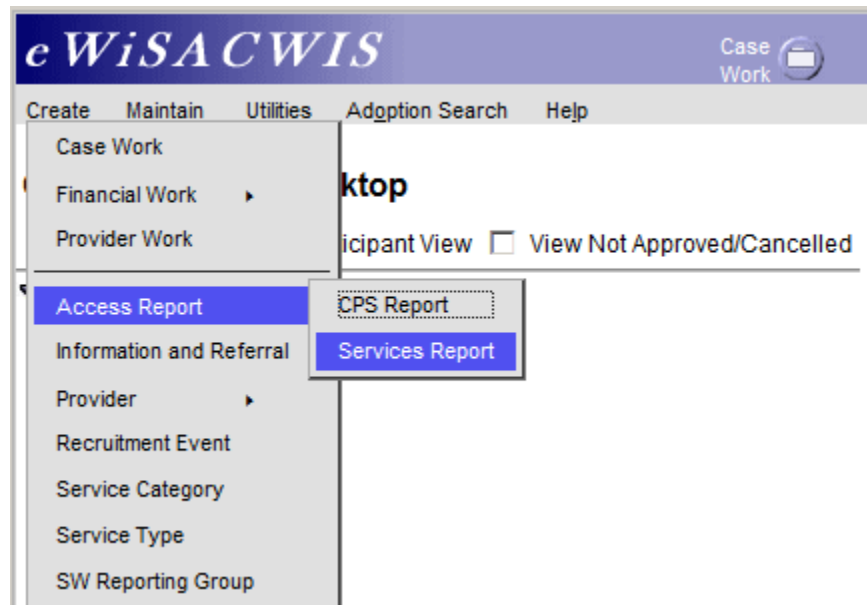


Documenting a Step-Parent Adoption

1. From your desktop, select Create > Access Report > Services Report.



2. Enter the 'Date and Time Report was Received' in the Access Information group box.
3. On the Narrative tab, enter narrative text for each section.

The screenshot shows the 'Access Report - Windows Internet Explorer' window. The eWiSACWIS logo is at the top left. The top right corner contains links for TM, Print, Spell Check, and Help. The 'Access Information' section is active, showing the following details: Report Name: (empty), Worker: Cake, Caitlin M., Access Report Type: Services Report, Date and Time Report was Received: 10/02/2012 08:00 AM, R/T: (empty), ID: 9238518. Below this, there are five tabs: Narrative, Services, Participants, Prior Involvement, and Decision. The 'Narrative' tab is selected. The 'Narrative' section contains three text areas: 'Describe services needed or reason for case opening.' (with text 'Step parent adoption...'), 'Information that the child(ren) may have American Indian heritage, including names of tribe(s) if known.' (with radio buttons for Yes, No, and Unknown), and 'Directions to House.' (empty). Each text area has a 'More... Less... Default' link below it. At the bottom of the window, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons. The status bar at the very bottom shows 'Done', 'Local intranet | Protected Mode: Off', and a 100% zoom level.

4. On the Services tab, select 'Adoption' as the Service Report Type. In the Specific Services Requested group box, select the 'Step-Parent Adoption' checkbox.

The screenshot shows the 'eWiSACWIS' web application in a Windows Internet Explorer browser. The 'Access Information' section at the top shows 'Report Name: [empty]', 'Worker: Cake, Caitlin M.', 'Access Report Type: Services Report', 'Date and Time Report was Received: 10/02/2012 08:00 AM', and 'R/T: ID: 9238518'. Below this is a tabbed interface with 'Narrative', 'Services', 'Participants', 'Prior Involvement', and 'Decision'. The 'Services' tab is active, showing 'Service Report Type' as 'Adoption'. Under 'Specific Services Requested', the 'Step-Parent Adoption' checkbox is checked. Other checkboxes include 'Concurrent Permanent Planning', 'Final Adoption', 'Legal Consultation', 'Other', 'Permanent Plan Consultation', and 'Placement Resource Consultation'. The 'Other Information' section has checkboxes for 'Referral Packet Received?' and 'Court Ordered Study', with corresponding date fields set to '00/00/0000'. At the bottom, there are 'Options:', 'Go', 'Save', and 'Close' buttons.

5. Click on the Participants tab. Add the participants by clicking the Add/Edit button. The biological parent should be identified with the Relationship of 'Reference Person' and the Role of 'Report Name.'

The screenshot shows the 'eWiSACWIS' web application with the 'Participants' tab active. The 'Access Information' section is the same as in the previous screenshot. The 'Access Participants' section contains a table with the following data:

Names	Gender	DOB	Age	Race	Relationship	Roles
Smith, Lonnie	Male	03/23/1978	34		Present Spouse	HM-PR Roles
Smith, Molly	Female	04/19/1979	33		Reference Person	HM-PR-RN Roles
White, Lara	Female	07/15/2004	8		Biological Child	HM-IC Roles

Below the table are 'Add/Edit' and 'Address Copy' buttons. The 'Reporter' section at the bottom has fields for 'Name:', 'Home:', 'Work:', 'Address:', 'Relation to Alleged Victim / Identified Child:', 'Affiliation:', 'Report Method:', and checkboxes for 'Mandated Reporter' and 'Notice to Reporter Generated'. At the bottom, there are 'Options:', 'Go', 'Save', and 'Close' buttons.

6. On the Decision tab, select the 'Screen In' radio button and select the Reason of 'Accepted for Services.' Click the Create/Link Case hyperlink to create or link the case.

The screenshot shows the 'Access Report' form in the eWiSACWIS system, specifically the 'Decision' tab. The form is titled 'Access Information' and includes fields for 'Report Name: Smith, Molly', 'Worker: Cake, Caitlin M.', and 'Access Report Type: Services Report'. Below this, it shows 'Date and Time Report was Received: 10/02/2012 08:00 AM' and 'R/T: ID: 9238518'. The 'Decision' tab is selected, showing 'Worker Recommendation' and 'Supervisor Decision' sections. In the 'Supervisor Decision' section, the 'Screen In' radio button is selected, and the 'Reason' dropdown is set to 'Accepted for Services'. A 'Create/Link Case' hyperlink is visible. The form also includes a 'Narrative' tab, 'Services' tab, 'Participants' tab, and 'Prior Involvement' tab. At the bottom, there are 'Options', 'Go', 'Save', and 'Close' buttons.

7. When assigning a worker, the assignment Type of Stepparent Adoption should be selected with a Responsibility of Stepparent Adoption Study and a Role of Primary.

The screenshot shows the 'Create Worker Assignment' form in the eWiSACWIS system. The form is titled 'Create Worker Assignment' and includes a 'Sort By' dropdown set to 'Name'. A list of workers is displayed, including Abby, Alice N. (Administrative Assistant), Abby, Amy (CHIPS/Del Social Worker), Anderson, Samuel (Director), Banana, Brendt (Ongoing Site Supervisor), and Paper, Piper (CPS Ongoing Social Worker). The 'View By' dropdown is set to 'Workers for Supervisor'. The 'Current Worker' is 'Corn, Cory A.'. The 'Current Worker Status' is 'Close'. The 'Assignment Definition and Details' section shows 'Category: Case', 'For: Smith, Molly', 'Participant:', and 'Start Date: 10/21/2012'. A table lists the assignment details:

Worker Name	Type	Responsibility	Role
Paper, Piper	Stepparent Adoption	Stepparent Adoption Study	Primary

Buttons for 'Assign' and 'Close' are at the bottom. The form also includes a 'Delete' button next to the assignment details.

8. After creating a case for the family, a home study should be completed and a recommendation should be made. This information is usually sent to the courts. The case should remain open until the Record of Adoption is received or until the worker is notified that the adoption did not take place. This should be documented in a Child Welfare case note and the case can then be closed.